



## Procedures and Guidelines

DIRECTIVE NO. 500-PG-8700.2.3C  
EFFECTIVE DATE: 06/07/2002  
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APPROVED BY Signature: Original signed by  
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Responsible Office: 500 / Directorate Office

Title: Issue and Management of GSFC Engineering Drawing Numbers

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### PREFACE

#### P.1 PURPOSE

The purpose of this PG is to establish procedures for the issuance of engineering drawing numbers at the Goddard Space Flight Center (GSFC).

#### P.2 APPLICABILITY

This directive applies to all engineering and drafting personnel who produce GSFC Design Drawings. The term "GSFC" shall apply to both the Greenbelt and Wallops facilities.

#### P.3 AUTHORITY

GPG-1410.2 Configuration Management

#### P.4 REFERENCES

GDIS: Goddard Drawing Information System Web Site at  
<http://gdms.gsfc.nasa.gov/gdms/pls/frontdoor>

CCMS: Centralized Configuration Management System at  
<http://gdms.gsfc.nasa.gov/ccms/pls/cmmain.menu>

500-PG-8700.2.5 GSFC Engineering Drawing Standards Manual

#### P.5 CANCELLATION

500-PG-8700.2.3 Rev B, Issue and Management of GSFC Engineering Drawing Numbers

#### P.6 SAFETY

None

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov/gdms> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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**P.7 TRAINING**

None

**P.8 RECORDS**

None

**P.9 METRICS**

None

**P.10 DEFINITIONS**

- a. **Engineering Drawing:** A document which discloses, by means of pictorial and/or textual presentations, the form and function of an item.
- b. **GSFC Design Drawings:** Engineering drawings prepared by GSFC design personnel or contractors on GSFC drawing format using GSFC drawing numbers.
- c. **Goddard Drawing Information System (GDIS):** A Web-based data processing system that provides a central location for the issuance of drawing numbers.
- d. **Centralized Configuration Management System (CCMS):** This is a Web-based central depository database providing configuration management for various projects at the GSFC. It allows access by GSFC Civil Servants and Contractors to review and download various aspects of the drawings stored in the database.

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## Procedures

### 1. OVERVIEW

The GDIS shall be the single point for issuance of drawing numbers for any engineering drawings to be produced by GSFC civil servants or for GSFC by support contractors.

The GDIS is maintained and operated by the Applied Engineering and Technology Directorate (AETD). All GSFC personnel and support contractors that produce engineering drawings on GSFC drawing format are responsible for adherence to this procedure. For GSFC Projects, Engineering Centers, or Branches with existing Configuration Management (CM) organizations, these CM offices may be the central points of contact for access to the GDIS by these organizations.

To provide control over the number and size of issued blocks, requests for blocks of more than 100 drawing numbers must be approved by the AETD. Personnel authorized to access the GDIS for issuance of drawing numbers shall be limited to individuals with a current entry in the GSFC LISTS database (i.e., GSFC badge holders).

### 2. DRAWING REQUEST PROCEDURE

To obtain a block of GSFC engineering drawing numbers from the GDIS, users will access the system through the GSFC Online Applications System Entrance at the Web address: <http://gdms.gsfc.nasa.gov/gdms/pls/frontdoor>. This site can also be accessed from the Goddard Directive Management System (GDMS) Web site, which is part of the GSFC Quality Management System (QMS) home page. To ensure adequate security, users must log in with ID's and passwords. User IDs and passwords may be obtained via the link "Find Me and Send Me My Password." Note: Logging in as "Guest" does not allow drawing numbers to be assigned. Once logged in, select "Request Drawing Number Block" to request an appropriate block of numbers.

On the "Request Drawing Number Block" page of the GDIS, users designate the size of the requested block, their organizational code, and must supply a Project name for the requested number(s). Default block sizes that may be requested are 10, 25, 50 or 100 drawing numbers. Larger blocks may be requested, but the GDIS Administrator must approve these requests. In addition, other optional information may be entered at this time or at a later time by a Configuration Management Officer for the assigned organization. Optional information includes a Payload name and an optional Subsystem name.

After the request is submitted, a number block is allocated to the requesting individual, and a confirmation e-mail is sent to that individual.

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### 3. RESPONSIBILITIES

The configuration management of drawing numbers becomes the responsibility of the engineering design group/individual/project to whom they are assigned. This includes drawing title assignment, management of release status, management of change status (EO and Revision), and storage of released originals. Reassignment of the numbers to group subsections or individuals, other contractors or subcontractors, or other programs or projects must be controlled, recorded, and maintained by the appropriate Configuration Management Officer for the assigned organization.

If the assigned organization has no formal Configuration Management Office, they may consider using the services of the Centralized Configuration Management System (CCMS) at the Web site: <http://gdms.gsfc.nasa.gov/ccms/pls/cmmain.menu> to manage their engineering drawings.

Should the GDIS Web page at URL <http://gdms.gsfc.nasa.gov/gdms/pls/frontdoor> change prior to a revision of this document, a link will be provided to the new location. Points of contact for comments on the Web page functionality and stored data will also be available on the page.

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## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	02/04/1999	Initial Release
A	06/16/1999	Eliminated "GPG-1440.7 Control of Quality Records" as a reference in Section 2. Modified Section 3 Scope to eliminate statement that engineering drawings are quality records.
B	06/28/2001	Complete rewrite to eliminate references to documenting and controlling EO's for engineering drawings using this database.
C	06/07/2002	Corrected Web Links for GDIS and CCMS.

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